Digital Learning Handbook
Spring 2021

Mission: The availability of unprecedented funding and flexibility has created an opportunity to advance digital learning and create a lasting benefit for our students and teachers. Providing teachers and students with better access to technology to enhance instruction will benefit all. DCS is committed to continued student academic achievement and growth. Benefits of transitioning to digital learning include access to high-quality instructional materials, easy transition from in-person to distance learning if needed due to an emergency closure, preparation for digitally advanced careers, increased equity by narrowing the digital divide, and access to social emotional resources for emotional health.

Deployment
Distribution:

Distribution details will be provided to families through multiple communication avenues, including, but not limited to websites, emails, and texts. An orientation presentation will be presented through the DCS Learning Management System, Schoology.

Return:

For the Spring 2021 semester, students in Grades 6th – 12th will return their fully functional device at the end of the school year in a process specific to each school. Both the device and power cord must be returned. Any device not returned within 5 days will be reported as stolen.

The district reserves the right to collect and/or inspect a student's device at any time and to delete any material or applications deemed inappropriate. Use of the included device case is required. Replacement of case for any reason will be at the user's expense.

Report cards or diplomas can be held from students who do not return devices at the end of the school year. Continued failure to return a device will result in the school filing a theft report. The student will be responsible for intentional or negligent damage to the device and accessories – in which case payment for repair or replacement will be required.

School/Home Use

Devices are purchased and equipped specifically for use at school and home. In addition to software, any device connected to the internet is filtered through the district server offering additional protection against landing on an inappropriate or undesirable site. We are constantly working to improve the filtering integrity of our network, but rely on users (teachers, parents, and students) to guide these improvements. Parents and students are asked to report concerns about any site to the technology staff member or administrator at their school. **As always, adult supervision and parental guidelines are the best internet filtering method.**

District-issued devices are maintained by district personnel, and all devices are updated with the latest software when available. Instructionally, teachers can easily give assignments for completion at home or at school when all students are using the same device and operational platform. Students without "at-home" privileges (Grades 6-12) are encouraged to arrive to school early enough to check-out a device for class before school begins. Likewise, students must take the time to return

devices before departing for home each afternoon. Each school will establish detailed procedures for day-use.

Device Usage Fee
Devices issued by the district require an annual, non-refundable Usage Fee to help off-set the cost of hardware, software, certain repairs, networks, infrastructure, security, filtering, tech support, certain digital resources and more.

Prorated Spring 2021 Semester:
K- 5th Grades: $6.25
6th – 12th Grades: $12.50

Fees are assessed during deployment (or online prior to deployment) and can be paid online or at school by cash, or check. Devices will only be deployed with payment.
Please note: The device fee covers the device only. Damage to cases, charging cords or loss of these items will result in additional charges as listed in the DCS fee schedule.

There will no longer be any personal computer or tablet devices allowed on the DCS network as previously allowed in the BYOD policy.

INSERT BOARD POLICIES

Student Use
Charging the battery:
Students who take devices home must arrive each day with a fully charged device. As is the case with many electronic devices, including cellular phones, computer devices generally need to be plugged in to an electrical outlet for several hours to fully charge. Being prepared for class includes having a fully charged device. **Repeat violations may result in disciplinary consequences.**

Backing-Up Files and Data:
Students supplied with a district-issued device are required to backup any files or data using the OneDrive. It is the responsibility of each student to back up his or her own data. In the event a device is being serviced or swapped out with a loaner, it is critical to have access to all important files.

Reporting Damage:
The process for reporting damage starts at the school level, where personnel will investigate damages and make a determination of misuse or accidental damage. The school technology staff will handle accidental damage. A loaner machine will be provided until the school-issued device can be repaired and returned to the student. All offenses of misuse or abuse of the device will be elevated to a school administrator. Each school will follow a hierarchy of consequences based on aggravating and mitigating discipline factors. Potential consequences could include, but are not limited to, verbal

warnings, seating assignments, before/after school duties, suspension of technology use, limited to day-use only, or revoking all device privileges

Examples of device/technology related potential behavior issues that will typically be handled within the classroom discipline guidelines include playing games, instant messaging, chat room participation, visiting non-academic or unauthorized websites or YouTube links, browsing music, changing device or software settings, not following directions, misuse of camera or microphone, and manipulating or corrupting academic content.

Care and Maintenance
General precautions:
Devices must remain free of any stickers, drawings, writings, or labels that are not the property of DeSoto County Schools.

Only a clean, soft cloth should be used to clean the laptop screen; cleaners of any type should not be used. If the screen needs more cleaning than a dry cloth can offer, students should bring the device to school-based technology staff.

Special caution should be used to not place excessive pressure or weight on the device.

Avoid eating or drinking while using the device and do not expose the device to extreme temperatures.

Be cautious when using the device in an area where pets may damage the unit.

Be very careful to avoid bumping the device against corners, walls, lockers, floors, etc.

Carrying a device:
Devices should be carried in the district-provided protective case. Schools may also require the sleeved-device to be carried in a student's backpack.

Storage:
Each student in Grades 6-12 is encouraged to take his/her device home each day. When not in use, devices should be stored in a safe and secure place. Do not leave devices in an unlocked locker or automobile. DCS is not responsible for lost or stolen devices. The user or parent/guardian will be responsible for the full replacement of the device if not reported to district personnel within three calendar days of it being missing. The user or parent/guardian will be assessed a deductible for the replacement of the device.

Pre-installed Software:
Students are not allowed to load any new software, uninstall software, or add other applications without the approval of the school technology contact.